

Certification and Licensure Renewal

Renewal of certification and license is required every 24 months. Each item below must be updated and submitted prior to the expiration date of your current license.

Certification

Schedule a fire inspection

- ☒ [Application](#) form is complete with date and signature.
- ☒ Copy of [fire inspection](#).
- ☒ Copy of [criminal history and background check](#) for each person listed in Section 3.
- ☒ Fee of \$10.00 enclosed (check or money order).

Mail all of the above to your local [Department of Health and Welfare Office](#).

Licensure

Schedule a fire and health and safety inspection

- ☒ [Application](#) form is complete with date and signature.
- ☒ Copy of [fire inspection](#).
- ☒ Copy of [health and safety inspection](#).
- ☒ Copy of [criminal history and background check](#) for each person listed in Section 3.
- ☒ Fee of \$10.00 enclosed (check or money order).
- ☒ Proof of four (4) hours **per year** of education/training for each person providing care.

Mail all of the above to your local [Department of Health and Welfare Office](#).

Note: It will be the responsibility of the applicant, owner or operator of a group day care facility to ensure that any employees and volunteers having direct contact with children have, upon employment or assignment, a criminal history check initiated within ten (10) days.